

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING	
(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)				a. FACILITY CLEARANCE REQUIRED Top Secret	
				b. LEVEL OF SAFEGUARDING REQUIRED NONE	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER NAS10-02-007		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases) Date (YYMMDD) 021001	
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYMMDD)
<input type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER	Due Date (YYMMDD)	<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases) Date (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE Boeing Space Operations Company a wholly owned Subsidiary of the Boeing Company 100 Boeing Way Titusville, FL 32899		b. CAGE CODE 1P840	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Industrial Security Field Office Box 931800, Room 230 2500 Lehy Ave Orlando, FL 32893-1800		
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)		
8. ACTUAL PERFORMANCE					
a. LOCATION KSC and Cape Canaveral AFS, FL		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Industrial Security Field Office Box 931800, Room 230 2500 Lehy Ave Orlando, FL 32893-1800		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT CAPPS contract provides for the management and technical support of payload processing for the International Space Station (ISS), Space Shuttle, Expendable Launch Vehicles (ELV) and other payload processing					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
b. RESTRICTED DATA	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

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Direct

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Through (Specify):

John F. Kennedy Space Center
Attn: XA-A
Kennedy Space Center, FL 32899

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.

Security Classification guidance will be provided under separate cover.

Performance of this contract will be at NASA Installations, Cape Canaveral Air Force Station (CCAFS) and overseas landing sites.

Storage capabilities will be provided by NASA KSC.

See attached supplements to the DD 254 for additional instructions.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

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Yes

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No

As a long term visitor to KSC the contractor will comply with all applicable security issuances.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

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Yes

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No

Inspection of contractor activities on KSC is the responsibility of the KSC Protective Services Branch.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Jo Ann Brophy

b. TITLE

Industrial Security Manager

c. TELEPHONE (Include Area Code)

321-867-2453

d. ADDRESS (Include ZIP Code)

NASA/KSC
Attn: TA-E2
Kennedy Space Center, FL 32899

e. SIGNATURE

Jo Ann Brophy

17. REQUIRED DISTRIBUTION

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a. CONTRACTOR

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b. SUBCONTRACTOR

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c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

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d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

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e. ADMINISTRATIVE CONTRACTING OFFICER

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f. OTHERS AS NECESSARY XA-A

THIS SUPPLEMENT IS PART OF DD FORM 254 DATED:
FOR NASA CONTRACT NUMBER: NAS10-02-0007

Block 13 (continued).

Item 10a: All classified items or items designated "Controlled Cryptographic Items" are identified in the "CLASSIFICATION" column. Downgrading/declassification instructions for each classified item are provided.

ELEMENTS OF INFORMATION	CLASSIFICATION	DOWNGRADING/ DECLASSIFICATION	REMARKS
a. Government furnished cryptographic keying material:	SECRET	X1	May be designated "NOFORN." Keying material may not be declassified or downgraded without written approval.
b. Government furnished (1) Cryptographic equipment: Payload Specific Equip. STU-III	SECRET UNCLAS-CCI	X1 N/A	
(2) Other equipment: DES (various)	UNCLAS	N/A	These equipments may use unclassified keying material designated, "CRYPTO."
(3) Components:	UNCLAS-CCI	N/A	
(4) Elements:	UNCLAS-CCI	N/A	
(5) Parts kits:			Contractor will not hold classified parts kits or repair parts.
(6) Repair parts:			
c. Technical Documentation: (1) Repair and maintenance manuals:	SECRET	X1	
(2) Operational instructions:	UNCLAS	N/A	
(3) Doctrine, policy, and guidance:	SECRET	X1	
d. Equipment configuration:	UNCLAS	N/A	
e. Equipment design information:	Contractor is not authorized to design classified equipment or components under the terms of this contract.		
f. Contractor generated tooling/test equipment:	Contractor is not authorized to generate classified equipments under the terms of this contract.		
g. Contractor generated reports, correspondence, and technical data:	SECRET	X1	
h. Other material (specify below):			

i. Item 10j: "For Official Use Only" information will be safeguarded in accordance with the Privacy Act Program and Freedom of Information Act.

j. Item 11a: Performance on this contract is restricted to NASA installations, Cape Canaveral Air Force Station (CCAS), Patrick Air Force Base (PAFB), and worldwide landing sites. Contractor is authorized to receive and generate classified material at only these locations. Contractor is authorized to transmit and exchange classified material between the cited installations pursuant to local governing directives. All classified material sent to or from Kennedy Space Center (except DCS items) will be forwarded via the KSC CMCC.

k. Item 11f: Performance on this contract outside the continental United States will be under direct supervision of NASA, John F. Kennedy Space Center.

l. Item 15: Industrial security inspections of contractor COMSEC activities are under the purview of the NASA KSC Protective Services Office and the NASA Central Office of Record (COR). Defense Security Service (DSS) is relieved of this responsibility.

m. The following classification guides (current and subsequent revisions) are made a part of this contract:

- (1) STS Security Classification Guide
- (2) Space Network Security Classification Guide
- (3) NASA COMSEC Classification Guide

Additional classification guidance will be provided by the NASA KSC Security Classification Officer as necessary.

n. Classified information will not be entered into any ADP system, word processing system, or other electrical system until that particular system has been approved by the appropriate Government official as meeting the requisite standards. A letter of such approval must be kept on file.

o. The NASA KSC COMSEC Officer, located in the NASA KSC Protective Services Office, will serve as the Contracting Officer's Technical Representative for all matters pertaining to COMSEC, including COMSEC account administration and management, the Data Encryption Standard (DES), and Public Key Cryptography (PKC).

p. The contractor will comply with requirements of the following instructions. Distribution of documents 4 through 8 will be limited to those contractor personnel performing COMSEC responsibilities.

- (1) NPG 1600.6A, NASA COMSEC Procedures and Guidelines.

(2) NPG 1620.1, NASA Security procedures and guidelines.

(3) KHB 1610.1C, KSC Security Handbook.

(4) NSTISSI 4005, Safeguarding Communications Security (COMSEC) Facilities and Materials.

(5) NTISSI 4004, Routine Destruction and Emergency Protection of COMSEC Material.

(6) NTISSI 3013, Operational Security Doctrine for the Secure Telephone Unit III (STU-III) Type 1 Terminal.

(7) NTISSI 3005, Safeguarding and Control of Data Encryption Standard (DES) Equipment and Associated Unclassified Communications Security Aids.

(8) Such other NASA KSC security handbooks, manuals, and management instructions, and all other attendant procedures, plans and instructions as may be applicable. Guidance concerning COMSEC applicability of any document may be obtained from the NASA KSC COMSEC Officer.

q. Classified material storage capability under this contract will be provided by NASA.

r. The Facility Security Officer, COMSEC Account Manager, and Alternate COMSEC Account Manager(s) must hold a final SECRET Government clearance.

s. COMSEC work areas must meet requirements of reference (1 and 4), paragraph (q), except all areas containing operational keying material marked "CRYPTO" must be designated "LIMITED AREAS" (identical to DOD "CLOSED AREAS") as defined in reference (3), paragraph (q). A list of individuals (Contractor and Government personnel) who access such limited areas will be maintained throughout the contract and be disposed of in accordance with the NASA KSC COMSEC Officer's instructions.

t. A copy of all COMSEC Material Reports (SF 153) received by or originated by the contractor's COMSEC account will be forwarded to the NASA COR.

u. The NASA KSC COMSEC Officer, or his/her designated representative, may conduct periodic audits, full or partial, to ensure compliance with references listed in paragraph (q).

v. All contractor personnel, prior to being granted access to classified COMSEC information and/or material under this contract, must be U. S. citizens granted a final security clearance by the Government. Foreign nationals, immigrant aliens, personnel holding interim SECRET clearances, or personnel holding a contractor granted CONFIDENTIAL clearance are not eligible for access to

classified COMSEC information released or generated under this contract.

w. Reproduction of cryptographic keying material is STRICTLY PROHIBITED under this contract, without prior written approval from the KSC COMSEC Officer.

x. COMSEC keying material and other accountable COMSEC paper material will be destroyed by burning, pulping, pulverizing, or crosscut shredding in accordance with references (1) and (2), paragraph (q). All other accountable COMSEC material will be disposed of in accordance with instructions issued by the NASA KSC COMSEC Officer.

y. The contractor will not divulge to any individual, company, organization, or other U.S. Government Department or Agency, any information, either classified or unclassified, pertaining to the design or capabilities of COMSEC systems or equipment being developed, produced, or provided as Government furnished equipment under this contract, or previous NASA contracts, without the prior approval of the NASA KSC COMSEC Officer.

z. The contractor will not release classified COMSEC information to any activity or individual of the contractor's organization not directly engaged in providing services under this contract or to another contractor (including a subcontractor), Government agency, private individual, or organization without written consent of the NASA KSC COMSEC Officer.

aa. All UNCLASSIFIED COMSEC information will be restricted in dissemination to contractor/subcontractor and Government personnel involved in this contract. Any proposed release into the public domain of information pertaining to COMSEC activities on this contract will be forwarded to the NASA KSC COMSEC Officer for review and approval. The term "release" includes, but is not limited to, newspaper articles, company newsletters, contract announcements, advertisements, brochures, photographs, motion picture films, technical papers, and unclassified presentations on any phase of this contract at any forum.

ab. The contractor will make an immediate report to the NASA COR and the NASA KSC COMSEC Officer of any incident or violation of the requirements of these security provisions, irrespective of the contractor's judgment as to whether or not a compromise or possible compromise has occurred. A follow-up written report is required and will be submitted to the NASA COR and the NASA KSC COMSEC Officer.

ac. Requests for clarification and guidance concerning security requirements under this contract will be directed to the NASA KSC COMSEC Officer.

APPENDAGE 1
TO CONTRACT SECURITY CLASSIFICATION SPECIFICATION

Dated: October 1, 2002

For NAS10-02-0007
CHECKOUT ASSEMBLY AND PAYLOAD PROCESSING SERVICES
JOHN F. KENNEDY SPACE CENTER

REFERENCE

NPG 1600.6A, NASA Communications Security (COMSEC) Procedures and Guidelines

Note 1: Classifications appearing in the classification column of supplements to DD Form 254 indicate the highest classification of the applicable contract item. Lower classification may be assigned to individual elements of information. In any case where doubt exists, specific guidance as to proper classification and method of handling will be obtained from the Contracting Officer or his technical representative for COMSEC. The letter "X" appearing in the remarks column of supplements to DD Form 254 signifies the associated element of COMSEC information must be safeguarded as specified in the reference.

Note 2: The following items may be classified SECRET if they reveal specific cryptographic information.

- (1) CONSEC equipment and components.
- (2) Operating and maintenance documents.
- (3) Operational and test keying material.
- (4) Reports (including status, progress, technical, conference and engineering).
- (5) Administrative correspondence and other publications or documentation, including computer programs produced or generated.
- (6) Any tests conducted or test data produced.

Note 3: The following items may be classified CONFIDENTIAL if they reveal the specific purpose and application of cryptographic equipment.

- (1) COMSEC equipment and components.
- (2) Operating and maintenance documents.
- (3) Reports (including status, progress, technical, conference and engineering).
- (4) Administrative correspondence and other publications or documentation, including computer programs produced or generated.
- (5) Any tests conducted or test data produced.

Note 4: Any specific information (such as designs, reports or test data) referring to any aspect of TEMPEST (undesirable emanations), will be referred to the NASA KSC TEMPEST Officer for classification guidance.

Note 5: Any documents, equipments or components which are Government furnished property will be appropriately classified by the originator. Items which are accountable COMSEC material will be transmitted through the COMSEC Material Control System and will be handled by the contractor in accordance with the reference. Items which are not accountable COMSEC material will be transmitted and handled by the contractor in accordance with the reference.

Note 6: External views and photographs of COMSEC equipment, provided all covers are in place, are unclassified; however, this information will be restricted "FOR OFFICIAL USE ONLY" based on need-to-know. External views (drawings) and photographs will not be published in periodicals or trade publications without prior approval of the Contracting Officer. Unclassified photographs and drawings will be marked "FOR OFFICIAL USE ONLY."

APPENDAGE 2
TO CONTRACT SECURITY CLASSIFICATION SPECIFICATION

Dated: October 1, 2002

For NAS10-02-0007
CHECKOUT ASSEMBLY AND PAYLOAD PROCESSING SERVICES
JOHN F. KENNEDY SPACE CENTER

Supplementary Security Guidance for Contractor
Handling of Operational Keying Variables

1. Reference:

NPG 1600.6A, NASA Communications Security (COMSEC) Procedures and Guidelines

2. Subcontracts: There will be no subcontracts awarded under this contract for production of keying material.

3. Personnel Security Clearance ReQuirements:

a. All personnel requiring access to classified operational keying material marked "CRYPTO" must hold a final Government clearance at least equal to the classification level of keying material involved, must receive a COMSEC Briefing, must receive a Cryptographic Access Briefing, and must have appropriate need-to-know. The number of employees with access to operational keying material marked "CRYPTO" will be kept to the absolute minimum necessary for effective operation.

b. In addition to the requirements of paragraph 3.a above, the Facility Security Officer, COMSEC Account Manager and Alternate COMSEC Account Manager must hold a final TOP SECRET Government clearance based on a background investigation (BI) current within 5 years. Additionally, these individuals must receive a COMSEC briefing administered by the NASA KSC COMSEC Officer.

c. In no case will access be granted on the basis of an interim clearance. All clearances must be final. Until required background investigations are favorably completed, a COMSEC account may be established to hold SECRET COMSEC material only. No material designated TOP SECRET CRYPTO will be released to the account until completion of background investigations.

4. Work area:

a. The work area must meet the requirements of the reference. All areas containing operational keying material marked "CRYPTO" must be designated limited clearance areas (identical to DOD "closed area"). A list for individuals (Contractor and Government personnel) who access a closed area will be maintained throughout the contract and be disposed of in accordance with the NASA KSC COMSEC Officer's instructions.

b. The work area must be segregated from all other work areas. Positive control must be provided to ensure only those personnel discussed in paragraph (3) above have access to operational keying material marked "CRYPTO," in any form.

5. Storage of Keying Material: Keying material marked "CRYPTO" must be stored in compliance with the reference. Knowledge of combinations must be strictly limited to personnel authorized access to keying material.
6. Reproduction: Reproducing, extracting or copying keying material provided by the National Security Agency (NSA) is STRICTLY PROHIBITED, without prior written approval from NSA.
7. Reporting Insecurities: In accordance with Chapter 6 of the reference, the contractor will notify the NASA Central Office of Record and NSA immediately of any COMSEC insecurity, irrespective of the contractor's judgment as to whether or not a compromise or possible compromise has occurred. An immediate report will also be made to the NASA KSC COMSEC Officer.
8. Destruction: All keying material will be destroyed in accordance with the reference.